Key Pickup and Drop Off

1. **Purpose:** to provide step by step guidance on key pick up and drop off during the COVID-19 pandemic to help prevent the community spread and risk of exposure to SARS-CoV-2.

2. **Scope:** applies to all faculty, staff and students within the Department of Chemistry who are working on-site and will require keys.

3. **Prerequisites:** WHMIS training and all site-specific safety training as provided by the Office of Environmental Health and Safety and the Department of Chemistry.

4. **Responsibilities:** It is the responsibility of all faculty, staff and students to follow the procedures described in the SOP to ensure that physical distancing is maintained during key pickup and drop off. Everybody plays an important role in reducing the community spread of COVID19 and risk of exposure to SARS-CoV-2.

5. **Face Masks are required to enter the Office of Administration**

6. **Key Request and Pick Up**
   - Complete all required onboarding training
   - Obtain a signed Key Request Form. Ensure your supervisor indicates which key(s) you require and signs the form (electronic signature is permitted during COVID19)
   - Email linda.scott@utoronto.ca (and copy your supervisor) to request an appointment and attach all completed/signed training forms and key request form
   - Appointments will be booked on Mon-Wed-Fri ONLY
• Arrive at LM154 at the appointed time with your cash deposit ($50 per key)
• Knock on the door to announce your arrival as it will be locked
• Wait in the designated waiting area and leave your cash deposit in the tray provided
• Collect your key(s) from the tray when your deposit has been checked

7. **Key Return**

• Email linda.scott@utoronto.ca to request an appointment (appointments will be given on Mon-Wed-Fri ONLY)
• Arrive at LM154 at the appointed time with your keys detached from any keyrings
• Knock on the door to announce your arrival as it will be locked
• Wait in the designated area and leave your keys in the tray provided
• Collect your cash deposit from the tray when your keys have been checked

8. **Broken/Misplaced Keys**

• Email linda.scott@utoronto.ca to request an appointment
• A new key request form is required to replace lost keys
• In the interim contact Campus Police at 416-978-2323 for temporary access (ID required)

9. **Access for Trades/Contractors**

• For UofT Trades and contractors who require access, please contact the Property Manager, Marcelo Lima Figueiroa, at 416-717-9650.